



**Ref: RG/21/STD/082**  
**From: Registry**  
**To: All Students**  
**Date: 30 November 2021**  
**Subject: Arrangement for Entering the Campus (starting from 8 December 2021)**

Dear Students

Please be reminded that Student Identity (SID) Card is the only recognized document to prove the identification of a student, and pay attention to the following:

- (1) **Starting from 8 December 2021 (Wednesday), all students must bring their SID Cards when entering the campus.** The image of SID card on your mobile phone will no longer be accepted.
- (2) Students must bring their valid SID Cards **to attend face-to-face examinations** for identification purpose and for inspection by the invigilator(s) during the examination. If no valid SID Cards can be produced, students will not be allowed to enter the examination venue.

### **Collection of Student ID Cards**

#### *(a) New Students*

If you are new students who have not yet collected your SID Cards, please come to the Registry Counter at 2/F CIHE Campus to collect the Cards as soon as possible.

In addition, to ascertain the accuracy and comprehensiveness of student records, all new students are required to show the original of identity documents and academic results for our regular verification process. Kindly bring all the required documents when you come to the Registry's counter to collect the SID card.

Supporting documents to bring:

- Original and copy of your HK Identity Card, if you are not holding a permanent HKID card, please also bring the relevant identity documents issued by the Immigration Department (身分證正本及副本，或其他證件及簽證身分證)；
- Originals and copies of transcript & certificate of completion of any post-secondary qualification (if applicable) (專上教育程度的成績表、畢業證書正本及副本，如適用)；



- Originals and copies of certificates of public examination result (公開考試成績表正本及副本).

Kindly note that if there are any discrepancies, forgery, falsification or other irregularities in respect of the application documents and academic qualifications which the Institute/ College deems to be material, the enrolment and student status in the Institute/ College will be forfeited.

(b) Continuing Students in 2021-22

For other students (e.g. Continuing Students in 2021-22) who have not collected their SID Cards, please come to the Registry Counter at 2/F CIHE Campus to collect the Cards as soon as possible.

**Replacement of Student ID Cards**

For replacement of SID cards due to loss, students should complete the form “*Application for Replacement for Student ID Cards*” (which can be downloaded from the Student Portal – Registry under “Forms”) and submit it with the application fee receipt of HK\$180 to the Registry Counter on 2/F at Tseung Kwan O Campus.

Kindly also note the opening hours of the Student Services Centre (Registry Counter): 8:30 a.m. - 7:00 p.m. (Monday - Friday, except public holiday). Should you have any questions, please contact the Registry at 3702 4388 or by email at [registry@cihe.edu.hk](mailto:registry@cihe.edu.hk).

Thank you for your kind attention.

Registry

